

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



May 21, 2004

ALL COUNTY INFORMATION NOTICE NO. I-30-04

TO: ALL COUNTY WELFARE DIRECTORS  
ALL FOOD STAMP COORDINATORS

**REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change  
☐ Federal Law or Regulation Change  
☐ Court Order  
☐ Clarification Requested by One or More Counties  
☒ Initiated by CDSS

SUBJECT: FOOD STAMP PROGRAM OBSOLETE FORMS/NOTICES

The purpose of this All County Information Notice (ACIN) is to advise the counties that several forms/notices will become obsolete because they are not applicable for use with the statewide implementation of Quarterly Reporting (QR), effective July 1, 2004. Under QR, the food stamp households will be required to report every three months instead of the previous reporting requirement of every month. These obsolete forms are being or already have been replaced with forms currently being used in counties that have already implemented QR. As of July 1, 2004, the following forms will be obsolete:

Notice/Forms:

- DFA 285B (12/03) – Food Stamp Budget Worksheet.  
The DFA 285B (without calculations), is replaced with QR 285B (2/04).  
The QR 285B form may be used for budget calculations and benefits determination for both quarterly and change reporting FS households.
- DFA 285-A3 (12/03) – Your Rights and Responsibilities.  
The DFA 285-A3 is being replaced with the DFA 285-A3 QR informing notice. The notice informs individuals of their rights and responsibilities and how to apply for food stamps. Under QR, neither quarterly reporting nor change reporting households will have benefits suspended, so this language has been removed and the DFA 285-A3 QR may be used for all food stamp households.
- DFA 377.2 (12/03) – Food Stamp Notice of Expiration of Certification.  
The DFA 377.2 is being replaced with the QR 377.2 (04/04). This notice informs households when their certification periods ends and what the household is required to do to continue receiving food stamp benefits without having a break in benefits.

- DFA 377.4 (01/04) – Food Stamp Notice of Change.  
The DFA 377.4 is replaced with two forms: The QR 377.4 (01/04) and the DFA 377.4 QR (01/04). The QR 377.4 is used to notify QR households of any changes in their benefits and reminds QR households to report voluntary changes at the end of the quarter. The DFA 377.4 QR is used to notify change reporting households of any changes or anticipated changes in their benefits. The DFA 377.4 QR is for change reporting households only.
- FS 22 (12/03) – Applying for Food Stamp Benefits.  
The FS 22 is replaced with the FS 22 QR (04/04). The FS 22 QR is an informing notice that is used to inform individuals how the program works and how to apply for benefits.
- FS 23 (12/03) – How to Report Household Changes.  
The FS 23 is replaced with the FS 23 QR (04/04). The FS 23 QR informing notice is used to inform individuals or households of the reporting requirements and how to report household changes. The notice is used for both QR households and change reporting households.
- NA 960X (01/02) – Notice of Action/CA 7 not Received.  
The NA 960X is replaced with the NA 960X QR (05/04). This form is used to notify QR households that a QR 7 has not been received and that benefits may be affected as a result.
- NA 960Y (01/02) – Notice of Action/CA 7 Incomplete-Discontinuance Reminder.  
The NA 960Y is replaced with the NA 960Y QR (05/04). This form is used to notify QR households that a QR 7 is incomplete and that benefits may be affected as a result.

#### Current Stock of DFA 285B and FS 22

We recommend that counties implementing QR in July use the current supply of the FS 22 and DFA 285B forms until the supplies are depleted. Counties may cross out the reference to reporting “each month” on page three and replace it with “each quarter”. In addition, the FS 22 (12/03) can still be used for change reporting households. The FS 22 QR will be temporarily removed from the internet until the current supply of the FS 22 forms is depleted. Once the current supply the FS 22 is depleted, the FS 22 QR will be placed back on the internet. Counties are also encouraged to use the remaining supply of the DFA 285B for budget calculations for change reporting households.

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With the implementation of QR statewide July 1, 2004, the obsolete forms will be removed from the internet and will no longer be available. If you have any questions regarding this letter, please contact the Policy Implementation Unit at (916) 654-1896.

Sincerely,

RIGHTON YEE, Chief  
Food Stamp Branch